ROUTING AND RECORD SHEET SUBJECT: (Optional) Request for Approval to Use Travel Agents FROM: EXTENSION D/Special Support Assistant DATE to the DDA TO: (Officer designation, room number, and DATE building) OFFICER'S COMMENTS (Number each comment to show from whom to whom. Draw a line across counts after each comment.) RECEIVED FORWARDED 1. 50 4881 The case made in Chief, LAD's EO/DDA 19 November memo warrants an exception to the use of 2. travel agents. Recommend ADDA you now approve this request. DDA 1-2/3: net that

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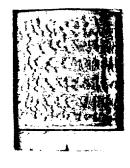
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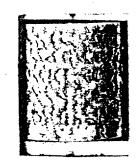
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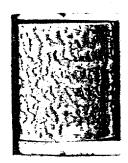
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## Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100027-2

## 19 November 1981

	MEMORANDUM FOR: Deputy Director for Administration	
	THROUGH : Special Support Assistant to DDA	
25X1	FROM : Chief, Support Staff, LA Division	
	SUBJECT : Request for Approval to Use Travel Agents	
	It is requested that approval be granted to personnel to use travel agents for the procurement of airline tickets for official travel. The reasons for this request are contained in the attached memorandum, which was submitted to the Deputy Director for Operations for approval. It was approved by him on 19 November 1980. We have subsequently been advised that this type of special approval should be granted by the DDA.	25X1 25X1
	Att: As stated	
	APPROVED:	
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